



Compliance under section 4 (1) (b) of the Right to Information Act, 2005

1. The particulars of the Organization, Functions and Duties
2. The powers and Duties of its officers and employees
3. The procedure followed in the decision making process, including channels of supervision and accountability
4. The norms set by it for the discharge of its functions
5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions
6. A statement of the categories of documents that are held by it or under its control
7. The particulars of any arrangement that exists for consultation with, or representation by the Members of the public in relation to the formulation of its policy or implementation thereof
8. A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public
9. A directory of its officers and employees
10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations
11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made
12. The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs
13. Particulars of recipients of concessions, permits or authorizations granted by it



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI
(An Autonomous Institute under Ministry of Human Resource Development, Govt. of India)
Transit Campus : Sree Rama Engineering College Campus, Karakambadi Road,

Mangalam B.O., Tirupati – 517 507, Andhra Pradesh, India.

14. Details in respect of the information, available to or held by it, reduced in an electronic form
15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
16. The names, designations and other particulars of the Public Information Officers
17. Such other information as may be prescribed



Information under Section 4(1)(b) of The Right to Information Act

INFORMATION UNDER SECTION 4(1)(b) OF THE ACT 4(1)(b)

(i) **The particulars of its organization, functions and duties:**

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| Name of the Organization | Indian Institute of Science Education and Research (IISER) Tirupati |
| Establishment | For Registration as A Society Under Andhra Pradesh Societies Registration Act, 2001 Concerning Registration of Literacy, Scientific and Charitable Societies |
| Address | C/o Sree Rama Engineering College Rami Reddy Nagar, Karakambadi Road, Mangalam (P.O), Tirupati - 517 507 |
| Contact | Phone: +91-0877 2500400 |
| Website | www.iisertirupati.ac.in |

For attainment of its objectives, the IISER Tirupati may inter-alia carry out the following functions:

1. To establish, administer, and manage the Indian Institute of Science Education and Research Tirupati (IISER Tirupati) and to provide all kinds of facilities for its efficient functioning and growth.
2. To make, amend, rescind and modify the rules and regulations and Byelaws framed under them for efficient management and administration of the Society.
3. To create, establish, and train young talent for career in education, research and development activities in basic sciences, technology, arts and humanities and social sciences.
4. To select, educate and train young talent for career in education and research and development activities in basic sciences, technology, arts and humanities and social sciences.
5. To conduct test and examinations for the award of degrees, diplomas, certificates and such other distinctions to the candidates so trained and having attained set standards of proficiency.



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6. To institute and award freships, fellowships, prizes, medals and such other distinctions in accordance with the rules and Bye-laws drawn thereof.

7. To confer honorary awards and other distinctions.

8. To fix such fees and other charges as may be laid down in the Bye-laws made under the Rules of the Society.

9. To establish, maintain and manage the land and buildings and the other assets of the Institute.

10. To create academic research, administrative, technical, ministerial and other posts under the Society except the post of the Director of the Institute, to determine their numbers, qualifications, scales of pay, terms and conditions of service and to make appointments thereof, with provision that the posts so created are in the cadre and scales of pay as approved by the Central Government from time to time. The appointment to the post of the Director shall be made according to such procedures and on such terms and conditions as may be decided by the Central Government.

11. To establish consultancy and know-how transfer cells for effective linkages with the users.

12. To establish well equipped library, computer, and information centres, workshop and resource centres for support function to the educational, research and development activities and dissemination of information.

13. To provide and promote effective linkages between IISER Tirupati and other Institutions in India and abroad in various branches of sciences.

14. To develop and operate continuing education programmes, distance education, multi-media, internet-based and other technology-based education programmes.

15. To receive grants, gifts and donations, in cash or otherwise or of movable or immovable property of all descriptions.

16. To construct, maintain, alter any structure, building or works owned by it, deemed necessary or desirable to the Society in furtherance of its objectives.

17. With prior permission of the Central Government, to dispose of immovable properties or demolish any structure, building or works owned by the Society deemed necessary or desirable.

18. To raise loans and advances whether secured or unsecured, with the concurrence of the Central Government.



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| | <p>19. To file patents and generate, register and secure intellectual property and to take decisions about commercialization of the same in pursuance of the objectives of the Society.</p> <p>20. To print, publish and sell, circulate or distribute gratuitously or otherwise, journals, periodicals, books or leaflets that the Society may consider desirable and necessary for the promotion of its objectives.</p> <p>21. To maintain a Fund to which shall be credited: (a) All moneys provided by the Central and the State Governments; (b) All fees and other charges received by the IISER Tirupati; (c) All moneys received by the IISER Tirupati by way of grants, gifts, donations, benefactions, bequests or transfers; and (d) All moneys received by the society in any other manner or from any other sources.</p> <p>22. To deposit all moneys credited to the Fund in such Banks or to invest them in such manner as the IISER Tirupati may, with the approval of the Central Government, decide.</p> <p>23. To meet the expenses of the IISER Tirupati including expenses incurred in the exercise of its powers and discharge of its functions out of the Fund. 4 Memorandum of Association of IISER Tirupati</p> <p>24. To prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the Society in such forms as may be prescribed by the Central Government.</p> <p>25. To forward annually to the Central Government the accounts of the IISER Tirupati as certified by the Auditor General of India or any other authority as may be decided by the Central Government.</p> <p>26. To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the IISER Tirupati.</p> |
| (ii) | <p>The powers and duties of its officers and employees:</p> <p>The Power and duties of its Officers and employees are contemplated in Memorandum of Association of IISER Tirupati</p> |
| (iii) | <p>The procedure followed in the decision making process including channels of supervision and accountability:</p> <p>The procedure followed in the decision making process including channels of supervision and accountability is as per Government of India norms.</p> |
| (iv) | <p>The norms set by it for the discharge of its functions:</p> <p>Government of India rules mutatis mutandis applied and all papers are dealt accordingly. No delays. Immediately on receipt of the paper within 1-2 days it will be disposed.</p> |



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| (v) | Acts, rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions: Admission rules, regulations set by the academic Senate on academic matters. Students discipline and administrative matters as per Government of India norms. |
| (vi) | A statement of the categories of documents that are held by it or under its control: 1. Replies to Parliament Questions. 2. Annual Report of the Department. 3. Annual Reports and Audited Statements of Accounts of Autonomous Organizations, which are required to be tabled in Parliament by the Department. 4. Utilization Certificates for the grants-in-aid received. 5. Audit Reports. 6. Students results/grade cards etc. 7. Research and Development activities. 8. Orders regarding appointments in respect of officers/faculty. 9. Memoranda of Understanding/Contracts/Agreements executed with various agencies. |
| (vii) | The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof: Not applicable |
| (viii) | A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public: Minutes of the Board meetings are not accessible to the public |
| (ix) | A directory of its officers and employees: The telephone numbers of the officers are displayed on Institute's Website www.iisertirupati.ac.in . |
| (x) | The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations: As per Institute Rules |
| (xi) | The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made: Every year, Ministry of Human Resource Development sanctioned grant-in-aid depending upon the requirements. Based on the utilization certificate submission on grants released by the MHRD. |



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| (xii) | The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes: Not applicable |
| (xiii) | Particulars of recipients of concessions, permits or authorizations granted by it: Not applicable. |
| (xiv) | Details in respect of the information available to or held by it reduced in an electronic form: Not applicable. |
| (xv) | The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use: From this website or by making a request to the PIOs by post or by e-mail, the citizens can obtain the information. |
| (xvi) | The names, designations and other particulars of the Public Information Officers: Right to Information Act 2005 Public Information Officer and Appellate Authority In pursuance of Section 5(1) of the Right to Information Act, 2005, Mr. Dattaprasad Ganesh Gavde, Office Superintendent is designated as Public Information Officer and his contact details are as under: Indian Institute of Science Education and Research Transit Campus: Sree Rama Engg College, Mangalam, Karakambadi Road, Tirupati 517 507 INDIA Phone : (91) 0877 2500 208 email: dattaprasad@iisertirupati.ac.in Col. (Retd.) G. Raja Sekhar, Registrar is designated as Appellate Authority and his contact details are as under : Indian Institute of Science Education and Research Dr. Homi Bhabha Road, Pashan, Pune 411 008 INDIA Phone : (91) 20 25908155 email: registrar@iiserpune.ac. |